

Non-COPA Customer Ordering Instructions: (all non-Commonwealth entities)

1. Forward an email to PCI at PCI@PA.GOV with the following information:
 - a. Master Material # if known, if not a description of the product(s)
 - b. Quantity needed
 - c. Both shipping and billing addresses
 - d. Contact person with phone number and email if different
2. A customer service representative will forward a quote via email
3. The customer should send an approval email providing authorization to place the order
4. Product will be shipped
5. A paper invoice will be sent via USPS with payment instructions

NOTES:

PCI does not accept credit cards only checks for payment

Please visit our website for more product information,
www.cor.pa.gov/pci